

**RULES
OF
THE TENNESSEE CORRECTIONS INSTITUTE
CORRECTIONAL FACILITIES INSPECTION**

**CHAPTER 1400-1
MINIMUM STANDARDS FOR LOCAL CORRECTIONAL FACILITIES**

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1400-1-.01 PREFACE.

- (1) Under the authority of T.C.A. 41-4-140, the Tennessee Corrections Institute is required to establish minimum standards for local jails, lock-ups, workhouses and detention facilities in the state and conduct an annual inspection of each facility.
- (2) Local correctional facilities are the first step in the handling of the arrested offender and in it he receives his first impression of the correctional process. His experience in a county jail or a municipal lock-up facility will be a potent force molding his attitude toward law enforcement officials, the correctional system and the community itself.
- (3) The Board of Control of the Tennessee Corrections Institute hopes that in carrying out the responsibilities of Tennessee Code Annotated 41-4-140, avenues of communication and cohesiveness will be developed with local agencies that will tend to upgrade the correctional system in the State of Tennessee.

Authority: T.C.A. §41-4-140. **Administrative History:** Original rule filed August 8, 1982; effective September 9, 1982. Repeal and new chapter filed June, 1984; effective September 11, 1984.

1400-1-.02 BASIC INFORMATION.

- (1) Statutory Authority: The standards contained in this document are based on the authority of Section 41-4-140 of the Tennessee Code Annotated to require the establishment of minimum standards for the inspection of local jails, lock-ups, workhouses and detention facilities.
- (2) Categories Covered by Standards: The minimum standards established and recorded herein will cover the following categories:
 - (a) Physical Plant
 - (b) Administration/Management
 - (c) Personnel
 - (d) Security
 - (e) Discipline

(Rule 1400-1-.02, continued)

- (f) Sanitation/Maintenance
 - (g) Food Services
 - (h) Mail and Visiting
 - (i) Prisoner Programs and Activities
 - (j) Medical Services
 - (k) Admission Records and Release
 - (l) Hygiene
 - (m) Supervision of Prisoners
 - (n) Classification
- (3) Other Standards: Nothing contained in the standards shall be construed to prohibit a city, county, or city and county agency operating a local correctional agency from adopting standards governing its personnel and facility, provided such standards meet or exceed and do not conflict with the standards established and recorded herein. Nor shall the standards be construed as authority to violate any state fire safety Standards, building standards or health and safety codes.
- (4) Validity: In determining the application of these minimum jail standards, the Tennessee Corrections Institute Board of Control has enacted the following:
- (a) Standards contained herein shall apply to specific types of local correctional facilities as noted at the end of each standard. For the purpose of this document, primarily adult jails or workhouses which house inmates for over seventy-two (72) hours will be considered Type I; primarily adult jails which house prisoners for no more than seventy-two (72) hours will be considered Type II; primarily adult jails which house inmates for no more than twelve (12) hours will be considered Type III.
 - (b) Detention facilities shall be classified according to construction date. Facilities constructed after June, 2000, shall be considered as new, while facilities constructed prior to or during the month of June, 2000, shall be considered existing facilities.
 - (c) An existing facility must meet all applicable standards referring to such facilities and all other applicable standards. A new facility must comply with all applicable standards referring to such facilities and all other applicable standards.
 - (d) Any additions to existing facilities must comply with all applicable standards for new facilities.
 - (e) The number of prisoners awaiting transfer to the Department of Correction penal system may be discounted from any computations used to determine compliance with standards (2), (3), (4), (5), (6), and (7) of Section 1400-1-.05 ADMINISTRATION/MANAGEMENT under the following conditions:
 - 1. The Governor must have invoked the power of delayed intake pursuant to T.C.A. 41-1-504(a)(2) and/or a federal or state court has delayed intake into the Department of Correction penal system and,
 - 2. More than six (6) percent of the county's total average prisoner population over the preceding ninety (90) days in all of its correctional facilities consists of prisoners

(Rule 1400-1-.02, continued)

sentenced to the Department of Corrections whose commitments have been delayed pursuant to (1) then,

3. The number of prisoners awaiting transfer to the Department of Correction at a particular facility in excess of six (6) percent shall not be used in any computations used to determine compliance with the above stated standards.
- (5) **Certification of Facilities:** Facilities which meet all applicable standards as determined by an annual inspection shall be recommended for certification by the inspector to the Tennessee Corrections Institute's Board of Control during the first board meeting following the completion of the inspection. Those facilities not meeting all applicable standards shall be recommended for non-certification. Facilities whose annual inspections are completed prior to the fifteenth (15) of the month shall be recommended for certification or non-certification to be effective on the first (1st) day of the month during which the inspection was completed. Facilities whose annual inspections are completed after the fifteenth (15th) of the month shall be recommended for certification or non-certification to be effective on the first (1st) day of the month following the month in which the inspection was completed. The Judicial Cost Accountant in the Office of the Comptroller shall be immediately notified of any proposed change in a facility's status.

Authority: T.C.A. §41-4-140. **Administrative History:** Original rule filed August 9, 1982; effective September 8, 1982. Repeal and new rule filed June 29, 1984; effective September 11, 1984. Amendment filed March 4, 1988; effective April 18, 1988. Amendment filed April 3, 1988; effective July 27, 1988. Amendment filed July 31, 2000; effective November 28, 2000. Amendment filed July 29, 2004; effective November 26, 2004.

1400-1-.03 GLOSSARY.

- (1) **Attorney** - One who is licensed to practice law and is authorized to act in the place or stead of another.
- (2) **Basic Training** - The introductory training provided by the Tennessee Corrections Institute which prepares a jail employee with general and specific knowledge about the detention of prisoners in a local facility.
- (3) **Cell Block** - A separate, secure group or cluster of single and/or multiple occupancy cells or detention rooms immediately adjacent and directly accessible to a day or activity room. In some facilities the cell block consists of a row of cells fronted by a dayroom or corridor-like proportion.
- (4) **Censor** - To read communications such as letters in order to delete material which might be considered harmful to the interests of the organizations or institution.
- (5) **Classification** - A process for determining the needs and requirements of those for whom confinement has been ordered and for assigning them to housing units and programs according to their needs and existing resources.
- (6) **Clear Floor Space** - Floor space that is free of obstructions such as bunks, showers, commodes, and lavatories.
- (7) **Coma** - A state of deep, prolonged unconsciousness, usually the result of injury, disease or ingestion of toxins.
- (8) **Communicable Disease** - An illness that may be transmitted to others.
- (9) **Contraband** - Any item that has not been approved by those legally charged with the responsibility for administration and operation of the facility.
- (10) **Corporal Punishment** - Any kind of punishment inflicted on the body, such as whipping.

(Rule 1400-1-.03, continued)

- (11) Corrosive - Capable of producing the process of dissolving or wearing away, especially of metals.
- (12) Counsel - Advice or guidance.
- (13) Daily Log - A record of all significant activities that take place during the course of a day.
- (14) Dayroom - A secure area directly adjacent to prisoner living area, to which prisoners may be admitted for activities such as bathing, exercise, recreation and dining. Spaces originally designed for circulation, such as corridors, are not dayrooms.
- (15) Detainee - Any person confined in a local jail not serving a sentence for a criminal offense.
- (16) Detainer - A writ or instrument, issued or made by a competent officer, authorizing the keeper of a prison/jail to keep in his custody a person therein named.
- (17) Detention - The confinement of a prisoner in a secure area (usually pretrial prisoners).
- (18) Detention Facility - A confinement facility, usually operated by a local law enforcement agency, which holds persons detained pending adjudication and/or persons committed after adjudication. Jails, while intended for the confinement of adults, sometimes hold juveniles as well.
- (19) Detention Officer - One who is employed or authorized to detain or guard prisoners.
- (20) Disciplinary Action - An action taken upon a prisoner that is intended to correct or punish.
- (21) Disciplinary Hearing - A non-judicial administrative procedure to determine if substantial evidence exists to find a prisoner guilty of a rule violation.
- (22) Disciplinary Report - An account, or announcement that is prepared, presented or delivered, usually in formal or organized form based on the possibility of a rule violation.
- (23) Disinfect - To cleanse or rid of pathogenic microorganisms.
- (24) Disposition - Final adjudication by courts and administrative boards.
- (25) Document - To support with written sources.
- (26) Existing Facilities - Facilities built prior to or during the month of June, 2000.
- (27) Facility Administrator - Any official who has primary responsibility for managing and operating a local detention facility.
- (28) Fire Retardant - Material that will burn, but at a slow rate.
- (29) Flammable - Easily ignitable and capable of burning with great rapidity; highly combustible.
- (30) Flushable Drain - A pipe or channel which is cleaned by a rapid, brief gush of water.
- (31) Footcandle - A unit for measuring the intensity of illumination; the amount of light thrown on a surface one foot away from the light source.
- (32) General Population - A group of individuals confined in an institution that have no institutional restrictions on them, such as segregation.

(Rule 1400-1-.03, continued)

- (33) Housing Area - A high-security, medium-security, or low-security cell or room, excluding holding, detoxification, infirmary, and segregation cells or rooms.
- (34) In-Service Training - That training which is given to an employee on an annual basis to reinforce or add to his basic training.
- (35) Infraction - A breach or violation of a facility rule.
- (36) Jail - A confinement facility, usually operated by a local law enforcement agency, which holds persons detained pending adjudication and/or persons committed after adjudication. Jails, while intended for the confinement of adults, sometimes hold juveniles as well.
- (37) Jailer - One who is charged by an institution to detain or guard prisoners.
- (38) Medical Records - Records of medical examinations, diagnoses, treatments and physicians' orders.
- (39) Medication Receipt System - A method that accounts for the administering of medications.
- (40) Menu Pattern - The outline of food items to be included in each meal.
- (41) Monitor - To keep watch over, supervise.
- (42) New Facilities - Facilities built after June, 2000.
- (43) Physical Force - Any use of firearms, chemical agents, clubs or other devices in controlling a prisoner. Also, any situation which requires an officer to "lay hands" on a prisoner or physical force used which subjects a prisoner to pain, discomfort or physical incapacitation.
- (44) Physical Plant - The building.
- (45) Policy - A statement of what is to be done in relation to a particular issue. It reflects the philosophy of the organization and defines the purpose for which the action is taken.
- (46) Potentially Hazardous Food - Any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. The term does not include clean, whole, uncracked, odor-free shell eggs or foods which have a pH level of 4.6 or below or a water activity (aw) value of 0.85 or less.
- (47) Pre-Service Training - Training accomplished prior to assignment of duty, which is intended to familiarize new employees with the operations of the particular jail to which they are to be assigned.
- (48) Prisoner - One who is confined to a jail.
- (49) Procedure - A procedure provides a detailed description of how a policy is to be accomplished. It details the steps to be taken, the order in which they will be carried out, and by whom.
- (50) Range of Sanctions - The various penalties for noncompliance of rules specified by the facility administrator.
- (51) Receiving Area - The point of prisoner entry into a jail or detention facility; the period when a prisoner undergoes admission processing, which may include orientation and initial classification prior to regular assignment to the housing area.

(Rule 1400-1-.03, continued)

- (52) Receiving Screening - A system of structured observation/initial health assessment to identify newly arrived prisoners who pose a health or safety threat to themselves or others.
- (53) Regular Access - The documented number of hours a prisoner may utilize additional living space available as described by facility policy.
- (54) Rules - Those guidelines which govern a prisoner's behavior while he/she is confined in a jail.
- (55) Sally Port - An enclosure situated either in the perimeter wall or fence of the facility or within the interior of the facility, containing gates or doors at both ends, only one of which opens at a time. This method of entry and exit ensures there will be no breach in the perimeter or interior security of the facility.
- (56) Search - To examine the person or his/her personal effects in order to detect contraband.
- (57) Secure - Providing a degree of restriction of prisoner movement within a detention facility.
- (58) Security Devices - Locks, gates, doors, bars, fences, screens, ceilings, floors, walls, and barriers used to confine and control prisoners. Also, electronic monitoring equipment, security alarm systems, security light units, auxiliary power supply, and other equipment used to maintain facility safety.
- (59) Security Perimeter - Outer portions of a facility which actually provide for secure confinement of prisoners. This perimeter may vary for individual prisons, depending upon their security classification.
- (60) Sick Call - A function which provides prisoners the opportunity to receive required medical attention.
- (61) Structural Projections - Some part of the construction that protrudes with sharp or pointed edges.
- (62) Toxic - Poisonous; harmful, destructive or deadly.
- (63) Trusty - A prisoner, usually in a minimum security classification, who is responsible for performing various maintenance tasks under supervision in a jail.
- (64) Work Stoppage - A halt by those employed by the facility; usually refers to a strike.
- (65) Workhouse - A county confinement facility operated by or for a county which holds primarily sentenced, minimum security prisoners.

Authority: T.C.A. §41-4-140. **Administrative History:** Original rule filed August 9, 1982; effective September 8, 1982. Repeal and new rule filed June 29, 1984; effective September 11, 1984. Amendment filed March 4, 1988; effective April 18, 1988. Amendment filed July 31, 2000; effective November 28, 2000. Amendment filed July 29, 2004; effective November 26, 2004.

1400-1-.04 PHYSICAL PLANT.

- (1) All facilities shall provide for at a minimum:
 - (a) In new and existing facilities, activity areas shall have lighting of at least twenty (20) footcandles, on the average, to be measured three (3) feet off the floor.
 - (b) New and existing facilities shall have forced air ventilation in sleeping and activity areas.
 - (c) New facilities shall have access to natural light in sleeping and activity areas.

(Rule 1400-1-.04, continued)

- (d) New and existing facilities shall have a temperature of not less than sixty-five (65) degrees Fahrenheit and no more than eighty (80) degrees Fahrenheit in sleeping and activity areas.
 - (e) Sleeping areas in new facilities shall have lighting of at least five (5) footcandles, on the average, to be measured three (3) feet off the floor. Applies to Types I,II,III,IV, and V.
- (2) For new facilities, the minimum size of a single-occupancy cell shall have fifty (50) square feet of clear floor space with a ceiling height of not less than eight (8) feet. All dimensions of cell length and width for both single and multiple-occupancy cells shall allow for a reasonable amount of usable floor space for any in-cell activities of inmates. Any questions pertaining to sufficiency of cell dimensions shall be decided by the Corrections Institute. Each cell shall contain a bunk, watercloset and lavatory. For existing facilities, the minimum size of a single-occupancy cell shall be forty-five (45) square feet with a ceiling height of at least eight (8) feet. Each single cell in an existing facility shall contain a bunk, water closet and lavatory. If a prisoner who occupies a single-occupancy cell in either an existing or a new facility has regular access to additional living areas outside the cell, this additional area may be added on a pro rata basis to the square footage available to the prisoner.

Applies to Types I,II,III,IV, and V.

- (3) Multiple-occupancy cells in new facilities shall not be designed to accommodate more than sixteen (16) persons. A minimum of forty (40) square feet of clear floor space for each occupant must be provided in the sleeping areas, with a ceiling elevation of not less than eight (8) feet. In existing facilities, multiple-occupancy cells shall allow twenty-five (25) square feet of floor space per occupant, exclusive of the floor area occupied by the bunks, with a ceiling height of not less than eight (8) feet. If a prisoner who occupies a multiple-occupancy cell in either an existing or a new facility has regular access to additional living areas, the additional area may be added on a pro rata basis to the square footage available to a prisoner.

Applies to Types I,II,III,IV, and V.

- (4) In new jails and workhouses, dormitories shall not be designed to accommodate more than sixty-four (64) persons. A minimum of twenty-five (25) square feet of clear floor space for each occupant must be provided in the housing area with a ceiling elevation of not less than eight (8) feet. This type of housing shall be used only for minimum security prisoners.

In existing jails and workhouses, dormitories shall provide twenty-five (25) square feet of floor space per occupant, exclusive of the area occupied by the bunks, and a ceiling height of not less than eight (8) feet. If a prisoner who occupies a dormitory in either an existing or a new facility has regular access to additional living areas, the additional area may be added on a pro rata basis to the square footage available to a prisoner.

A dayroom is required with thirty-five (35) square feet per inmate for the maximum number of users at one time.

Applies to Type I.

- (5) New facilities shall have a dayroom for each cell block or cluster of cells, which has a minimum of thirty-five (35) square feet of floor space per prisoner.

Existing facilities are not required to provide dayrooms.

Applies to Types I and IV.

- (6) All facilities shall provide operable toilets and washbasins to inmates on a ratio of at least one (1) toilet and washbasin to every twelve (12) male inmates and one (1) toilet and washbasin for every eight (8)

(Rule 1400-1-.04, continued)

female inmates and one (1) toilet and washbasin accessible to occupants of any single-occupancy cell without their having to leave their cell. Two (2) urinals may equal one (1) toilet.

Applies to Types I,II,III,IV, and V.

- (7) Jails shall have at least one (1) operable shower for every sixteen (16) prisoners which shall be accessible to prisoners without their having to leave their cell area.

Workhouses shall have at least one (1) operable shower for every sixteen (16) prisoners which shall be accessible to prisoners on a daily basis.

Applies to Types I,II,IV, and V.

- (8) New facilities shall be provided with at least one (1) single cell for the separation and control of problem prisoners. The cell shall conform to the single-occupancy cell dimensions and shall have, at a minimum, the following features:

- (a) High security light fixture
- (b) Unbreakable watercloset and lavatory with control valve located outside the cell
- (c) Forced air ventilation
- (d) Concrete bed, a minimum of twelve (12) inches off of the floor and no higher than sixteen (16) inches off of the floor, with rounded edges.

The cell shall contain no structural projections or furnishings that would allow the prisoner to harm himself/herself. The cell shall be located to allow continuous monitoring by detention staff.

Applies to Types I,II,III,IV, and V.

- (9) All facilities shall have at least one (1) special purpose cell to provide for the temporary detention of persons under the influence of intoxicants. This cell shall conform to multiple-occupancy cell dimensions and capacity. These cells shall have, at a minimum, the following features:

- (a) Flushable drain or unbreakable watercloset and lavatory.
- (b) High security light fixture
- (c) Forced air ventilation
- (d) No structural projections
- (e) New facilities shall also provide in this cell a concrete bed, a minimum of twelve (12) inches off of the floor and no higher than sixteen (16) inches off of the floor with rounded edges.
- (f) In new facilities this cell shall be located so as to allow continuous monitoring by detention staff
- (g) This standard applies only to jails that have construction plans reviewed and approved by the Tennessee Corrections Institute after June 1, 2000.

Applies to Types I,II,III, and IV.

(Rule 1400-1-.04, continued)

- (10) New facilities shall provide space inside the security perimeter, separate from prisoner living areas and administrative offices for the processing of prisoners as they are received and discharged from the facility. This space shall have the following components:

- (a) Pedestrian sally port
- (b) Telephone facilities for prisoner use
- (c) Temporary holding rooms which have fixed benches to seat prisoners
- (d) A shower, toilet and washbasin

Existing facilities shall be provided with space where prisoners are received, searched, showered, and issued clothing (if provided by the facility) prior to assignment to the living quarters.

Applies to Types I,II, and IV

- (11) Provisions shall be made for a visiting area which shall allow each prisoner at least one (1) hour of visitation each week.

Applies to Types I and IV.

- (12) Provisions shall be made for a private interview room for the use of attorneys and for interrogation of prisoners by law enforcement agencies.

Applies to Types I,II,III,IV, and V.

- (13) Each new facility shall have at least one (1) multi-purpose room for conducting programs and for prisoner exercise.

Applies to Types I and IV.

- (14) Each new facility shall provide a secure outdoor recreation area with dimensions of at least thirty (30) feet by thirty (30) feet.

Applies to Types I and IV.

- (15) Space shall be provided where a physician may conduct sick call, examine patients in privacy and render routine medical treatment.

Applies to Types I,II,III,IV, and V.

- (16) Every facility shall be provided with a secure control center, manned around the clock, through which telephone and other communications are channeled. The location of the control center shall provide good visibility or be equipped with a monitoring device. The control center shall monitor the operation of various systems, including fire alarm, smoke and thermal detection, public address, radio and other mechanical and electrical systems as warranted.

Applies to Types I,II,III,IV, and V.

- (17) Access to potable water, shall be located in all housing areas. In existing facilities, if the water from washbasins is potable, drinking cups must be made available.

Applies to Types I,II,III,IV, and V.

(Rule 1400-1-.04, continued)

- (18) An emergency power source shall be provided to activate at times of power failure with sufficient capacity to operate security and evacuation electrical devices and equipment and to provide minimum lighting within the jail and its perimeter. The power source shall be checked for functional readiness quarterly and the dates logged.

Applies to Types I,II,III,IV, and V.

- (19) Each facility shall provide that any electric locks have the capability for manual operation.

Applies to Types I,II,III,IV, and V.

- (20) Each facility shall have exit signs at each exit which are distinctly marked and continuously illuminated. Exits shall be kept clear and in usable condition.

Applies to Types I,II,III,IV, and V.

- (21) Each facility shall have documentation of compliance with applicable sanitation and fire safety standards.

Applies to Types I,II,III,IV, and V.

- (22) All kitchens, dining rooms, multiple toilet areas and corridors shall contain operable floor drains.

Applies to Types I,II,III,IV, and V.

- (23) There shall be cells to accommodate the facility's classification plan. Facilities that house both males and females as well as juveniles and adults shall have provisions to separate accordingly. Such provisions shall not allow physical contact or sight and sound communication. Provisions shall also be made to separate minimum, medium and maximum security prisoners.

Applies to Types I,II,III,IV, and V.

- (24) Plans for any new facility construction or renovation shall be in compliance with minimum standards recorded herein and be submitted to the Tennessee Corrections Institute and the State Fire Marshal's Office for review and approval.

In planning a new facility it shall be necessary, at the outset, to determine clearly the function and purpose which the facility will serve. In essence, define whether or not its function will be for temporary holding or an institution to which convicted persons are sent. Its primary function may encompass both of these functions.

A plan for operating the jail shall be developed in the initial stages of planning the physical plant so that the jail can be designed around the operating plan, rather than the reverse. This approach will contribute to simplicity of design and effective use of operating controls.

Applies to Types I,II,III,IV, and V.

- (25) Any temporary prisoner housing shall meet all standards for existing facilities and all other applicable standards. Temporary housing for prisoners shall not be in use for more than eighteen (18) months.

Applies to Types I,II,III,IV, and V.

Authority: T.C.A. §41-4-140. **Administrative History:** Original rule filed August 9, 1982; effective September 8, 1982. Repeal and new rule filed June 29, 1984; effective September 11, 1984. Amendment filed March 4, 1988;

(Rule 1400-1-.04, continued)

effective April 18, 1988. Amendment filed April 23, 1900; effective July 29,1990. Amendment filed December 10, 1992; effective March 31, 1993. Amendment filed July 31, 2000; effective November 28, 2000. Amendment filed July 29, 2004; effective November 26, 2004.

1400-1-.05 ADMINISTRATION/MANAGEMENT.

- (1) Each facility shall maintain fiscal records which will clearly indicate the total cost for operating the facility according to generally accepted accounting principles. Such records shall have an itemized breakdown of the total operating expenses, such as wages and salaries, food, and operating supplies.

Applies to Types I,II,III,IV, and V.

- (2) Each jail shall have written policies and procedures governing the facility's operations. They shall be reviewed at least annually and updated as needed. These policies and procedures shall be approved by the sheriff, chief, or warden and shall be made available to all employees.

Applies to Types I,II,III,IV, and V.

- (3) There shall be written plans developed in advance for dealing with emergencies such as escape, prisoner disturbances, assaults on employees, hostage taking, and emergency evacuation plans. These shall be incorporated into the facility's manual. Each employee shall be familiar with these plans.

Applies to Types I,II,III,IV, and V.

- (4) Written policy and procedure shall provide for each shift at a facility to have fire drills every six (6) months and document dates of said drills.

Applies to Types I,II,III,IV, and V.

- (5) The facility administrator shall develop a list of articles and materials that shall be allowed in the cell area. Inmates shall be informed of this list upon admission.

Applies to Types I,II,IV, and V.

- (6) The facility shall have a written and graphic evacuation plan posted in the living area, as well as any other specified locations.

Applies to Types I,II,III,IV, and V.

- (7) Written policy and procedure shall ensure that prisoners shall not be subjected to discrimination based on race, national origin, color, creed, sex, economic status or political belief.

Applies to Types I,II,IV, and V.

- (8) The use of padlocks and/or chains to secure prisoner housing areas is prohibited.

Applies to Types, I,II,III,IV, and V.

- (9) Each facility relying on regular access to additional living space to comply with minimum cell size requirements under Rule 1400-1-.04 shall maintain a written policy regarding the number of hours of access to additional living space outside an inmate's cell that inmates will be allowed. This policy should take into consideration any relevant factors regarding inmates, including but not limited to inmate classifications. Records shall be maintained on the number of hours per day inmates have access to additional living areas in such facilities.

(Rule 1400-1-.05, continued)

Authority: T.C.A. §41-4-140. **Administrative History:** Original rule filed August 9, 1982; effective September 8, 1982. Amendment filed July 31, 2000; effective November 28, 2000. Amendment filed July 29, 2004; effective November 26, 2004.

1400-1-.06 PERSONNEL.

- (1) The facility shall develop a personnel policy manual, to be distributed to each employee, which provides information on the following subjects
 - (a) Description of organizational structure
 - (b) Position specifications
 - (c) Personnel rules and regulations
 - (d) Recruitment procedures
 - (e) Equal employment opportunity provisions
 - (f) Work hours
 - (g) Personnel records
 - (h) Employee evaluation
 - (i) In-Service training
 - (j) Hostage policy
 - (k) Use of force

Applies to Types I and IV.

- (2) Each facility shall be required to offer jail personnel a pre-service (orientation) program designed to familiarize each person with the functions and mission of the facility.

Applies to Types I,II,III,IV, and V.

- (3) All personnel whose duties include the industry, custody, or treatment of prisoners shall be required during the first year of employment to complete a basic training program consisting of a minimum of forty (40) hours and provided by the Tennessee Corrections Institute.

Applies to Types I,II,III,IV, and V.

- (4) All personnel whose duties include the industry, custody, or treatment of prisoners shall be required to complete an annual in-service program designed to instruct them in specific skill areas of jail operations. This annual in-service shall consist of forty (40) hours with at least sixteen (16) of these hours provided by the Tennessee Corrections Institute. The remaining twenty-four (24) hours may be provided by the facility if course content is approved and monitored by the Tennessee Corrections Institute.

Applies to Types I,II,III,IV, and V.

- (5) A minimum number of hours of training and any additional courses for basic and in-service training shall be complied with as established by the Tennessee Corrections Institute Board of Control.

(Rule 1400-1-.06, continued)

Applies to Types I,II,III,IV, and V.

- (6) All jail personnel who are authorized to use firearms or chemical agents shall receive basic and ongoing in-service training in the use of these weapons. All such training shall be recorded with the dates completed and kept in the officer's personnel file.

Applies to Types I,II, and IV.

- (7) Each facility shall maintain records on the types and hours of training completed by each detention officer.

Applies to Types I,II,III,IV, and V.

Authority: T.C.A. §41-4-140. **Administrative History:** Original rule filed August 9, 1982; effective September 8, 1982. Repeal and new chapter filed June 29, 1984; effective September 11,1984.

1400-1-.07 SECURITY.

- (1) Each newly admitted prisoner shall be thoroughly searched for weapons and other contraband immediately upon arrival in the facility, regardless of whether the arresting officer has previously conducted a search.

Applies to Types I and II.

- (2) A record shall be maintained on a search administered to a newly admitted prisoner.

Applies to Types I and II.

- (3) The facility's policy and procedures shall require that all prisoners, including trustees, be searched thoroughly by detention personnel whenever the prisoners enter or leave the security area.

Applies to Type I.

- (4) Written policy and procedure shall provide for searches of facilities and prisoners to control contraband.

Applies to Type I.

- (5) Procedure shall differentiate between the searches allowed (orifice, pat, or strip) and identify when these shall occur and by whom such searches may be made. All orifice searches shall be done under medical supervision. Prisoners shall be searched by jail personnel of the same sex, except in emergency situations.

Applies to Types I,II,III,IV, and V.

- (6) Key control shall be established and the operator of the control center shall have knowledge of who has the keys in use and the location of duplicate keys. All day-to-day operations shall be centralized and controlled through the control center.

Applies to Types I and IV.

- (7) There shall be one (1) full set of well-identified keys, other than those in use, secured in a place accessible only to jail personnel for use in the event of an emergency. These keys shall be notched for easy identification under adverse conditions.

(Rule 1400-1-.07, continued)

Applies to Types I,IV, and V.

- (8) Written policy and procedure shall govern the availability, control and use of chemical agents and firearms. A written report shall be submitted to the facility administrator when such weapons are used.

Applies to Types I,II,III,IV, and V.

- (9) Written policy and procedure shall require that firearms, chemical agents, and related security and emergency equipment are inventoried and tested at least quarterly to determine their condition and expiration dates. This shall include regular inspection of ABC type fire extinguishers, smoke detectors, and other detection and suppression systems.

Applies to Types I,II,III,IV, and V.

- (10) All tools, toxic, corrosive and flammable substances and other potentially dangerous supplies and equipment shall be stored in a locked area which is secure and located outside the security perimeter of the confinement area. Tools, supplies and equipment which are particularly hazardous shall be used by prisoners only under direct supervision.

Applies to Types I,II, and IV.

- (11) Written policy and procedure shall require at least weekly inspection of all security facilities and documentation of said dates.

Applies to Types I,II, and IV.

- (12) Written policy and procedure shall provide for continuous inspection and maintenance of all locks.

Applies to Types I and IV.

- (13) There shall be a written plan that provides for continuing operations in the event of a work stoppage or other job action. Copies of this plan shall be available to all supervisory personnel who are required to familiarize themselves with it.

Applies to Types I and IV.

Authority: T.C.A. §41-4-140. **Administrative History:** Original rule filed August 9, 1982; effective September 8, 1982. Repeal and new rule filed June 29, 1984; effective September 11, 1984. Amendment filed July 2, 1985; effective October 14, 1985.

1400-1-.08 DISCIPLINE.

- (1) Written facility rules along with the corresponding range of sanctions for rule violations and disciplinary procedures to be followed shall be given to each inmate during the booking process. A record shall be maintained of this transaction. Socially, mentally, or physically impaired inmates shall be assisted by staff members in understanding the rules.

Applies to Types I and IV.

- (2) Disciplinary reports shall be prepared by staff members and must include, but are not limited to, the following information:

- (a) Names of persons involved

(Rule 1400-1-.08, continued)

- (b) Description of the incident
- (c) Specific rule(s) violated
- (d) Staff or prisoner witnesses
- (e) Any immediate action taken, including use of force
- (f) Reporting staff member's signature, date and time report is made

Applies to Types I and IV

- (3) Each facility shall develop written policies and procedures governing disciplinary and administrative actions.

Applies to Types I and IV.

- (4) Written policies shall provide for disciplinary hearings to be held in cases of alleged violations of prisoner conduct rules. These hearings shall include the following administrative due process guarantees:

- (a) Prisoner receives written notice of charges and time of hearing prior to hearing.
- (b) A brief period of time after the notice, no less than twenty-four (24) hours, shall be allowed for the prisoner to prepare for appearance before an impartial officer or board
- (c) Prisoner has the right to call and cross examine witnesses and present evidence in his own defense, when permitting him to do so will not be unduly hazardous to institutional safety or correctional goals
- (d) The reasons for any limitations placed on testimony or witnesses shall be stated in writing by the hearing officer
- (e) There must be a written statement by the fact finders as to evidence relied on and reasons for the disciplinary action
- (f) Appeals process is available

Applies to Types I and IV.

- (5) Written policy provides for prisoners to receive a hearing prior to segregation, except in cases where the security of the facility is threatened, as determined by the facility administrator or his/her designee.

Applies to Types I and IV.

- (6) For segregated prisoners, a disciplinary hearing must be held within seventy-two (72) hours of placement in segregation, excluding holidays, weekends and emergencies, and for other prisoners a disciplinary hearing must be held within seven (7) days of the write-up.

Applies to Types I and IV.

- (7) The prisoner receives a copy of the disciplinary decision and a copy is kept in the prisoner's record.

Applies to Types I and IV.

(Rule 1400-1-.08, continued)

- (8) Written policy and procedure provide that the disciplinary reports are removed from all files on prisoners found not guilty of an alleged violation.

Applies to Types I and IV.

- (9) Corporal punishment is not to be permitted under any circumstances.

Applies to Types I,II, and III.

- (10) Force may be used to:

- (a) Overcome resistance
- (b) Repel aggression
- (c) Protect life
- (d) Retake prisoner or property

Use of physical force shall be thoroughly documented with detailed account of who was involved, the force that was used and justification for its use. This report shall be submitted to the facility administrator.

Applies to Types I and IV.

Authority: T.C.A. §41-4-140. **Administrative History:** Original rule filed August 9, 1982; effective September 8, 1982. Repeal and new rule filed June 29, 1984; effective September 11, 1984. Amendment filed July 31, 2000; effective November 28, 2000.

1400-1-.09 SANITATION/MAINTENANCE.

- (1) Floors throughout the facility shall be kept clean, dry, and free of any hazardous materials or substance.

Applies to Types I,II,III,IV, and V.

- (2) A member of the staff shall make daily sanitation and safety inspections. Dates of inspections shall be recorded and conditions noted. Any maintenance problems shall be recorded on a regular maintenance report.

Applies to Types I and IV.

- (3) The facility shall provide for regularly scheduled disposal of waste and trash.

Applies to Types I and IV.

- (4) The institution shall provide for control of vermin and pests and shall remove prisoners from treatment areas if there is a risk of illness.

Applies to Types I,II,III,IV, and V.

- (5) Inmate housing area walls shall be kept clean and free of pictures or other objects which provide hiding places for vermin or create a fire hazard.

Applies to Types I and IV.

(Rule 1400-1-.09, continued)

Authority: T.C.A. §41-4-140. **Administrative History:** Original rule filed August 9, 1982; effective September 8, 1982. Repeal and new rule filed June 29, 1984; effective September 11, 1984. Amendment filed July 31, 2000; effective November 28, 2000.

1400-1-.10 FOOD SERVICES.

- (1) Food service guidelines and a menu pattern approved by a dietician shall be used by each facility in the preparation of meals.

Applies to Types I and IV.

- (2) Working prisoners shall receive at least three (3) meals every twenty-four (24) hours with no more than fourteen (14) hours between any two meals. At least two (2) of these meals shall be hot. Non-working prisoners shall receive at least two (2) meals every twenty-four (24) hours with no more than fourteen (14) hours between any two meals.

Applies to Types I and IV.

- (3) All meals shall be prepared (except when catered) and served under the direct supervision of staff.

Applies to Types I,II,III,IV, and V.

- (4) Written policy and procedure shall require that accurate records are maintained on the number of meals served per day, the actual food served, and meal schedule.

Applies to Types I and IV.

- (5) Written policy shall require that food shall never be used as a reward or disciplinary measure.

Applies to Types I,II,IV, and V.

- (6) Modified diets shall be prepared for prisoners when requested by medical staff or by a physician's order, and all reasonable efforts shall be made to accommodate dietary needs of a religion.

Applies to Types I,II,IV, and V.

- (7) Shelf goods are maintained at 45 degrees to 80 degrees Fahrenheit; refrigerated foods at 35 degrees to 40 degrees Fahrenheit; and frozen foods at 0 degrees Fahrenheit or below.

Applies to Types I and IV.

- (8) The preparation or storage of food shall not be permissible in the housing area.

Applies to Types I and IV.

- (9) Refrigerators shall be clean and contain a thermometer. The temperature shall be 45oF or below.

Applies to Types I and IV.

- (10) All food products shall be stored at least six (6) to eight (8) inches off the floor on shelves or in shatter proof containers with tight fitting lids.

Applies to Types I and IV.

(Rule 1400-1-.10, continued)

- (11) Insecticide, cleaning agents and poisonous substances shall be stored away from food and plainly labeled.

Applies to Types I and IV.

- (12) Stoves shall be equipped with operable hooded exhaust systems and the filters shall be kept clean.

Applies to Types I and IV.

Authority: T.C.A. §41-4-140. **Administrative History:** Original rule filed August 9, 1982; effective September 8, 1982. Repeal and new rule filed June 29, 1984; effective September 11, 1984. Amendment filed July 31, 2000; effective November 28, 2000.

1400-1-.11 MAIL AND VISITING.

- (1) Written policy shall outline the facility's procedures governing prisoner mail.

Applies to Types I and IV.

- (2) Each jail shall develop written policy governing the censoring of mail. Any regulation for censorship must meet the following criteria:

- (a) The regulation must further an important and substantial governmental interest unrelated to the suppression of expression (e.g., detecting escape plans which constitute a threat to facility security and/or the well being of staff and/or prisoners); and
- (b) The limitation must be no greater than is necessary to the protection of the particular governmental interest involved.

Applies to Types I and IV.

- (3) Incoming mail shall be inspected for contraband items prior to delivery, unless received from the courts, attorney of record, or public officials, where the mail shall be opened in the presence of the prisoner.

Applies to Types I and IV.

- (4) Outgoing mail shall be collected and incoming mail shall be delivered without unnecessary delay.

Applies to Types I and IV.

- (5) A prisoner shall be notified if a letter is rejected, whether it is written by or addressed to him.

Applies to Types I and IV.

- (6) When a letter is rejected, the author must be given a reasonable opportunity to protest that decision.

Applies to Types I and IV.

- (7) Written policy and procedure shall provide that the facility permits postage for two (2) free personal letters per week for prisoners that have less than \$2.00 in their account. They shall also receive postage for all legal or official mail.

Applies to Types I and IV.

(Rule 1400-1-.11, continued)

- (8) Written policy shall define the facility's visitation policies which shall include, at a minimum:
 - (a) One (1) hour of visitation each week for each prisoner
 - (b) A list of possible visitors submitted by each prisoner
 - (c) Children shall be allowed to visit their parents
 - (d) Visitors shall register before admission and may be denied admission for refusal to register, for refusal to consent to search, or for any violation of posted institutional rules.
 - (e) Probable cause shall be established in order to do a strip or body cavity search of a visitor. When probable cause exists, the search shall be documented

Applies to Types I and IV.

Authority: T.C.A. §41-4-140. **Administrative History:** Original rule filed August 9, 1982; effective September 8, 1982. Repeal and new chapter filed June 29, 1984; effective September 11, 1984.

1400-1-.12 PRISONER PROGRAMS AND ACTIVITIES.

- (1) Library services shall be made available to all prisoners.

Applies to Types I and IV.

- (2) A written plan shall provide that all prisoners have the opportunity to participate in an average of one (1) hour of physical exercise per day, with at least three (3) exercise periods per week, outside the cell.

Applies to Types I and IV.

- (3) Written policy and procedure requires that the facility shall provide for prisoners to voluntarily participate in religious activity at least once a week.

Applies to Types I and IV.

- (4) Policy and procedure shall provide for the prisoners' reasonable private access to a telephone. Such procedure, including any limitations, shall be in writing and posted so as to be conspicuous to prisoners. The procedure shall include, at a minimum:

- (a) The hours during which such access shall generally be provided
- (b) A statement regarding the privacy of telephone communication
- (c) A statement that limitations will be imposed to ensure that charges for the call are correctly billed

Applies to Types I and IV.

- (5) Release programs shall require:

- (a) Written operational procedures
- (b) Careful screening and selection procedures

(Rule 1400-1-.12, continued)

- (c) Written rules of prisoner conduct
- (d) A system of supervision to minimize prisoner abuse of program privileges
- (e) A complete record-keeping system
- (f) A system for evaluating program effectiveness
- (g) Efforts to obtain community cooperation and support

Applies to Type I.

- (6) Written policy shall provide that prisoners be allowed to have confidential access to attorneys and their authorized representatives at any reasonable hour.

Applies to Types I,II,III,IV, and V.

- (7) Every prisoner shall have unrestricted and confidential access to the courts. Prisoners shall have the right to present any issue before a court of law or governmental agency. The facility shall establish reasonable hours during which attorneys may visit.

Applies to Types I,II,III,IV, and V.

- (8) Written policy shall provide that pretrial detainees shall not be required to work except to do personal housekeeping.

Applies to Types I,II,IV, and V.

Authority: T.C.A. §41-4-140. **Administrative History:** Original rule filed August 9, 1982; effective September 8, 1982. Repeal and new rule filed June 29, 1984; effective September 11, 1984.

1400-1-.13 MEDICAL SERVICES.

- (1) The provision of medical services for the facility shall be the responsibility of a designated medical authority such as a hospital, clinic, or physician. There shall be an agreement between the governmental funding agency responsible for the facility and the hospital/clinic/physician responsible for such services. The designated medical authority must be notified in instances where a prisoner may be in need of medical treatment and the facility shall document this notification.

Applies to Types I,II,III,IV, and V.

- (2) Written policy and procedure shall prohibit prisoners from performing patient care services, scheduling health care appointments or having access to medications, health records or medical supplies and equipment.

Applies to Type I.

- (3) First aid kits shall be available with a physician approving the number, contents, and location of such kits. Documentation of such approval must be in the facility's permanent records or attached to the kit itself.

Applies to Types I,II,III,IV, and V.

- (4) Receiving screening shall be performed on all prisoners upon admission to the facility and before their placement in the general housing area. The findings shall be recorded on a printed screening form.

(Rule 1400-1-.13, continued)

The officer performing this duty shall check for:

- (a) A serious illness
- (b) A comatose state
- (c) Obvious wounds
- (d) Prescribed medications

Applies to Types I,II,III,IV, and V.

- (5) A more complete examination shall be completed on prisoners within fourteen (14) days of their initial confinement date. This examination shall be performed by a physician or a person who has been designated by a physician as capable of performing such examination. If a designee performs the examination he/she must do so under supervision of a physician and with a protocol or set of instructions and guidelines from the physician. This examination shall include:

- (a) Inquiry into current illness and health problems, including those specific to women
- (b) Inquiry into medications taken and special health requirements
- (c) Screening of other health problems designated by the responsible physician
- (d) Behavioral observation, including state of consciousness and mental status
- (e) Notification of body deformities, trauma markings, bruises, lesions, jaundice, ease of movement, etc.
- (f) Condition of skin and body orifices, including rashes and infestations
- (g) Disposition/referral of prisoners to qualified medical personnel on an emergency basis

Applies to Types I and IV.

- (6) Sick call, conducted by a physician or other person designated by a physician as capable of performing such duty, shall be available to each prisoner according to written procedure for sick call. The prisoner shall be informed of these procedures upon admission.

Applies to Types I and IV.

- (7) At least one (1) person per shift, assigned to work at the facility, shall be trained in First Aid, as defined by the American Red Cross. Training shall also cover:

- (a) Awareness of potential emergency situations
- (b) Transfer to appropriate medical provider
- (c) Recognition of symptoms of illness most common to the facility
- (d) Giving of medication to prisoners

Applies to Types I and IV.

(Rule 1400-1-.13, continued)

- (8) Dental treatments, not limited to extractions, shall be provided when the health of the prisoner would otherwise be adversely affected during confinement, as determined by a physician or dentist.

Applies to Types I and IV.

- (9) All medications in possession of a prisoner at the time of admission to the facility shall be taken from him/her and the identification of and the need for such medication shall be verified by a physician before it is administered.

Applies to Types I,II,III,IV, and V.

- (10) There shall be strict control of medications to be issued to prisoners. All medications shall be given only upon a doctor's written orders, and they shall be kept in a secure place within the administrative offices in the facility. An officer shall be responsible to see that the medicine is taken as directed.

Applies to Types I,II,IV, and V.

- (11) All medications shall be issued by a physician or his designee at the time of use and a medication receipt system established. This shall include controlled drugs and injections.

Applies to Types I,II,IV, and V.

- (12) Medical records shall be kept, in a separate file from other prisoner records, on the prisoner's physical condition on admission, during confinement, and at discharge. The record shall indicate all medical orders issued by the jail physician and/or any other medical personnel who are responsible for rendering medical services. These records shall be retained for a period of five (5) years after the prisoner's release.

Applies to Types I and IV.

- (13) In case of medical emergencies, there shall be specific information readily accessible to all employees, such as telephone numbers and names of persons to be contacted, so that professional medical care can be received. There shall also be available the names and telephone numbers of persons to contact in case of death.

Applies to Types I,II,III,IV, and V.

- (14) Prisoners suffering from communicable diseases and those who are sick but do not require hospitalization shall be housed separate from other prisoners.

Applies to Types I and IV.

Authority: T.C.A. §41-4-140. **Administrative History:** Original rule filed August 9, 1982; effective September 8, 1982. Repeal and new rule filed June 29, 1984; effective September 11, 1984. Amendment filed July 2, 1985; effective October 14, 1985.

1400-1-.14 ADMISSION, RECORDS AND RELEASE.

- (1) An intake form shall be completed for every person admitted to the facility and shall contain the following information, unless otherwise prohibited by statute:

- (a) Picture
- (b) Booking number

(Rule 1400-1-.14, continued)

- (c) Date and time of intake
- (d) Name and aliases of person
- (e) Last known address
- (f) Date and time of commitment and authority therefore
- (g) Names, title, signature and authority therefore
- (h) Specific charge(s)
- (i) Sex
- (j) Age
- (k) Date of birth
- (l) Place of birth
- (m) Race
- (n) Occupation
- (o) Last place of employment
- (p) Education
- (q) Name and relationship of next of kin(r) Address of next of kin
- (r) Driver's license and social security numbers
- (s) Disposition of vehicle, where applicable
- (t) Court and sentence (if sentenced prisoner)
- (u) Notation of cash and property
- (v) Bonding company
- (w) Amount of bond
- (x) Date of arrest
- (y) Warrant number
- (z) Court date and time
- (aa) Cell assignment
- (bb) Fingerprints

Applies to Types I,II,III,IV, and V.

(Rule 1400-1-.14, continued)

- (2) The admitting officer shall assure himself/herself that each prisoner received is committed under proper legal authority.

Applies to Types I,II,III,IV, and V.

- (3) At the time of booking, a telephone shall be available within the receiving or security area. The detainee shall be allowed to complete at least one (1) telephone call to the person of his choice.

Applies to Types I,II,III,IV, and V.

- (4) Cash and personal property shall be taken from the prisoner upon admission, listed on a receipt form in duplicate, and securely stored pending the prisoner's release. The receipt shall be signed by the receiving officer and the prisoner, the duplicate given to the prisoner, and the original kept for the record. If the prisoner is in an inebriated state, there shall be at least one witness to verify this transaction. As soon as the prisoner is able to understand what he is doing, he shall sign and be given the duplicate of the receipt.

Applies to Types I,II,III,IV, and V.

- (5) Written policy and procedure shall ensure that prisoner records are current and accurate.

Applies to Types I and IV.

- (6) Prisoner records shall be safeguarded from unauthorized and improper disclosure.

Applies to Types I and IV.

- (7) As part of the prisoner accounting system, the facility shall maintain on a daily basis the following information:

(a) Admissions

1. Adult Juvenile
2. Male - Female
3. Race
4. Charge

(b) Releases

1. Adult - Juvenile
2. Male - Female
3. Race
4. Charge

(c) Prisoner Population

1. Sentenced - Nonsentenced
2. Adult - Juvenile

(Rule 1400-1-.14, continued)

3. Male - Female
4. Felons - Misdemeanants
5. Race

Applies to Type I

- (8) Records shall be kept on each prisoner specifying:

- (a) Date of confinement
- (b) Length of sentence
- (c) Reduction of sentences provided by statutes
- (d) Release date

Applies to Type I

- (9) The administrator of a jail or a designated member of his staff shall maintain a record which indicates:
- (a) When a prisoner is to be discharged and under what conditions.
 - (b) If any detainers or pending detainers are placed against the prisoner and if such be the case, the appropriate authorities shall be notified of his release date
 - (c) The time when and the authority by which the prisoner was released

Applies to Type I.

- (10) Written policy and procedure shall specify when a prisoner is released into the custody of another officer, appropriate credentials must be reviewed. Positive identification of a prisoner shall be made by the releasing officer before discharge or release.

Applies to Types I and IV.

- (11) All prisoners released from the facility shall sign a receipt for property, valuables and cash returned at the time of release. All items shall be carefully inventoried on the receipt and witnessed by the releasing officer. The receipt shall be kept in the permanent records of the jail.

Applies to Types I,II,III,IV, and V.

Authority: T.C.A. §41-4-140. **Administrative History:** Original rule filed August 9, 1982; effective September 8, 1982. Repeal and new rule filed June 29, 1984; effective September 11, 1984. Amendment filed July 31, 2000; effective November 28, 2000.

1400-1-.15 HYGIENE.

- (1) The standard clothing issue for anyone detained longer than forty-eight (48) hours in a facility for both males and females shall include the following:
- (a) Clean socks

(Rule 1400-1-.15, continued)

- (b) Clean undergarments
- (c) Clean outergarments
- (d) Footwear
- (e) Clean prisoner's personal clothing (if available) may be substituted for institutional clothing at the discretion of the facility administrator.

Applies to Types I,II,IV, and V.

- (2) Provisions shall be made so that prisoners can regularly obtain the following minimum hygiene items:

- (a) Soap
- (b) Toothbrush
- (c) Toothpaste or toothpowder
- (d) Comb
- (e) Toilet paper
- (f) Hygiene materials for women
- (g) Shaving equipment
- (h) These items or services shall be made available at the inmate's expense unless he cannot afford to pay, in which case they shall be provided free of charge.

Applies to Types I,II,IV, and V.

- (3) Arrangements for prisoner's haircuts shall be made available, at the prisoner's expense, on a regular basis. If a prisoner cannot afford this service, it shall be provided free of charge.

Applies to Types I and IV.

- (4) Facilities that are utilized for the confinement of females shall have a trained female correctional officer on duty or on call when a female is confined in the facility, to perform the following functions:

- (a) Searches
- (b) Health and welfare checks

Applies to Types I and IV.

- (5) Each prisoner who is detained overnight shall be provided with the following standard issue:

- (a) One (1) clean fire-retardant mattress in good repair
- (b) One (1) clean mattress cover
- (c) If pillows are provided, they shall be fire-retardant and a clean pillowcase shall be provided

(Rule 1400-1-.15, continued)

- (d) Sufficient clean blankets to provide comfort under existing temperature conditions
- (e) One (1) clean bath-size towel

Applies to Types I,II,IV, and V.

- (6) An adequate supply of bedding and towels shall be maintained so that the following laundry or cleaning frequencies may be adhered to:
 - (a) Sheets, pillowcases, mattress covers, and towels shall be changed and washed at least once a week
 - (b) All mattresses shall be disinfected quarterly
 - (c) Blankets shall be laundered or otherwise sterilized before re-issue

Applies to Types I and IV.

- (7) Prisoner clothing, whether personal or institutional, shall be exchanged and cleaned at least twice weekly unless work, climatic conditions or illness necessitate more frequent change.

Applies to Types I and IV.

Authority: T.C.A. §41-4-140. **Administrative History:** Original rule filed August 9, 1982; effective September 8, 1982. Repeal and new rule filed June 29, 1984; effective September 11, 1984. Amendment filed July 31, 2000; effective November 28, 2000.

1400-1-.16 SUPERVISION OF PRISONERS.

- (1) All prisoners shall be personally observed by a staff member at least once every hour on an irregular schedule. More frequent observation shall be provided for prisoners who are violent, suicidal, mentally ill, intoxicated, and for prisoners with other special problems or needs. The time of all such checks shall be logged, as well as the results.

Applies to Types I,II,III,IV, and V.

- (2) The facility shall have a system to physically count prisoners and record the results on a twenty-four (24) hour basis.

Applies to Types I,II,III,IV, and V.

- (3) Incidents which involve or endanger the lives or physical welfare of custodial officers or prisoners shall be recorded in a daily log and retained. Incidents shall include, at a minimum:
 - (a) Death
 - (b) Attempted suicide
 - (c) Escape
 - (d) Attempted escape
 - (e) Fire
 - (f) Riot

(Rule 1400-1-.16, continued)

- (g) Battery on a staff member or prisoner
- (h) Sexual assault
- (i) Serious infectious disease within facility

Applies to Types I,II,III,IV, and V.

- (4) Facilities that are utilized for the confinement of females shall have a trained female officer on duty or on call when a female is confined in the facility, to perform the following functions:

- (a) Searches
- (b) Health and welfare checks

Applies to Types I,II,III,IV, and V.

- (5) Prisoners shall not be permitted to supervise, control, assume or exert authority over other prisoners.

Applies to Types I and IV.

Authority: T.C.A. §41-4-140. **Administrative History:** Original rule filed August 9, 1982; effective September 8, 1982. Repeal and new rule filed June 29, 1984; effective September 11, 1984.

1400-1-.17 CLASSIFICATION

- (1) There shall be a written plan for prisoner classification specifying criteria and procedures for classifying prisoners in terms of level of custody required, housing assignment and participation in correctional programs.

Applies to Types I,II,III,IV, and V.

- (2) This plan ensures total sight, sound or physical contact separation between male and female inmates and between adults and juveniles being tried as adults.

Applies to Types I,II,III,IV, and V.

Authority: T.C.A. §41-4-140. **Administrative History:** Original rule filed August 9, 1982; effective September 8, 1982. Repeal and new rule filed June 29, 1984; effective September 11, 1984. Amendment filed July 31, 2000; effective November 28, 2000.